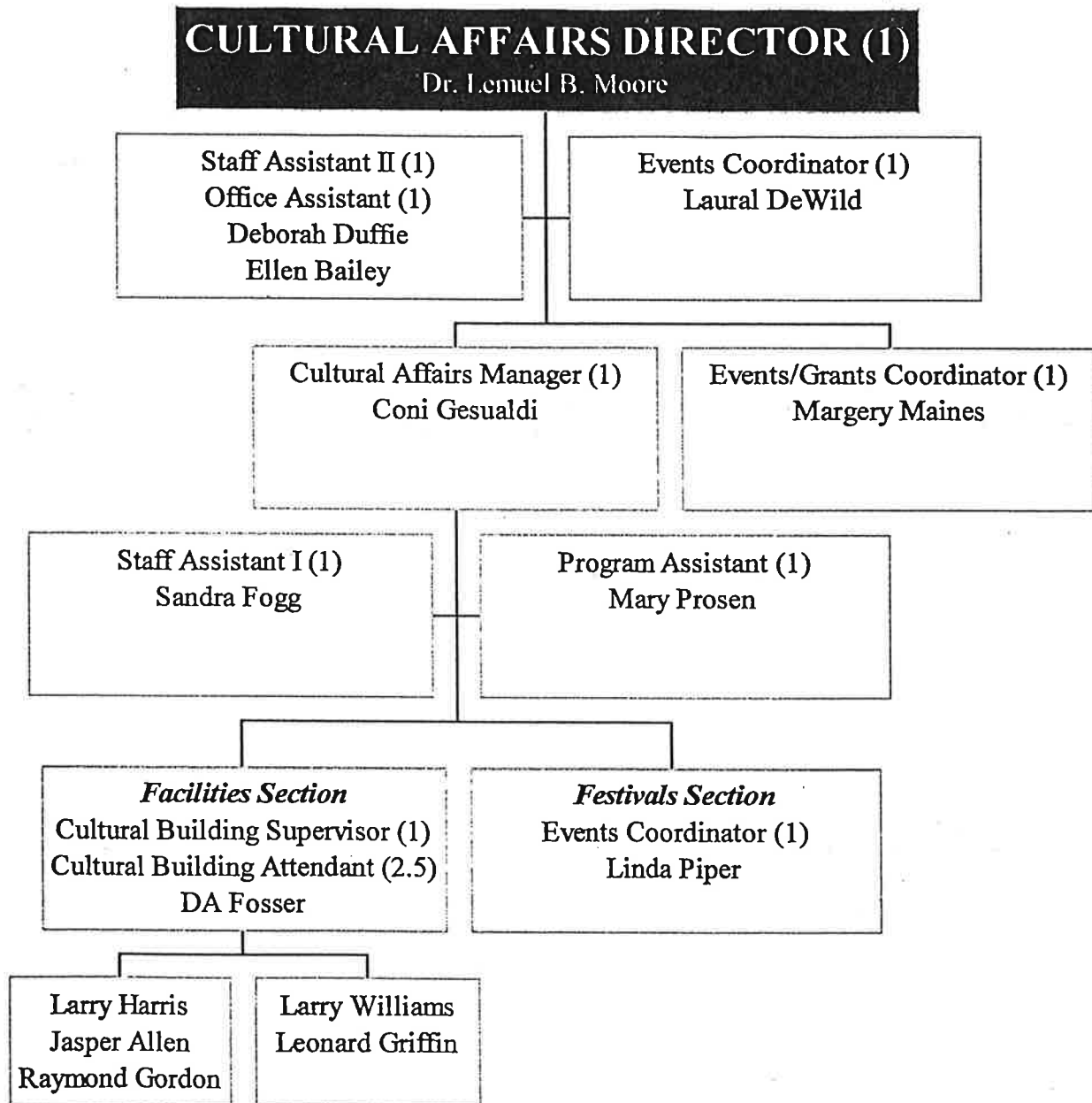
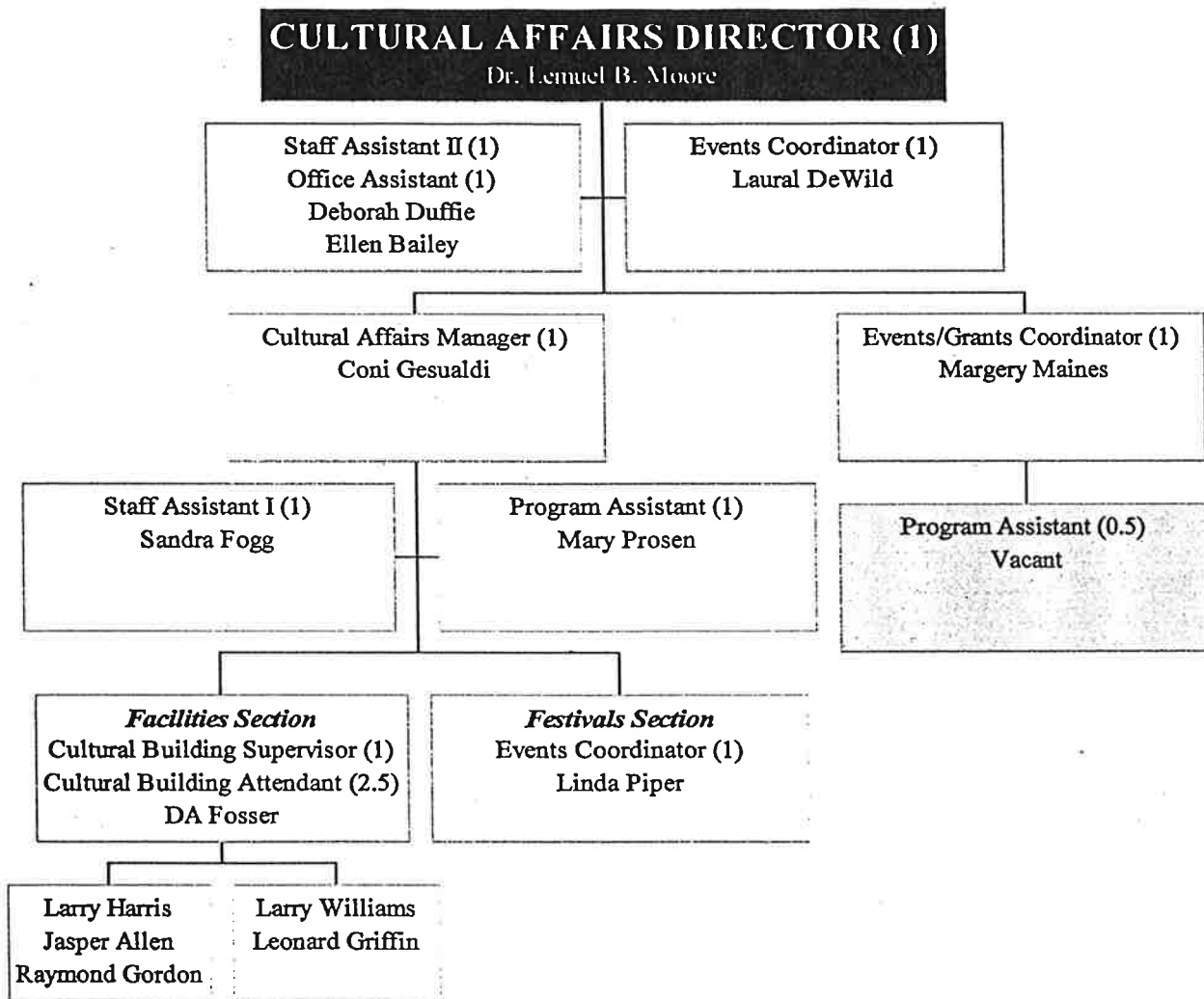


CULTURAL AFFAIRS

FY 01-02 ORGANIZATION CHART



CULTURAL AFFAIRS FY 01-02 PROPOSED ORGANIZATION CHART



PROGRAM ASSISTANT

NATURE OF WORK

This is paraprofessional work performing varied office support and field duties related to the administration of City programs.

CLASSIFICATION STANDARDS

Positions allocated to this class reports to a designated supervisor and work under limited supervision. Work in this class is distinguished from higher classes by its lack of analytical duties and from lower classes by its varied and specialized programmatic responsibilities.

EXAMPLES OF WORK**

ESSENTIAL JOB FUNCTIONS

Depending on area assignment:

Processes program financial reports and reviews them for compliance with contracts.

Performs financial prequalifications and prepares detailed financial documentation.

Interviews and/or counsels clients.

Answers public inquiries about programs. Receives and records complaints and documents that corrective action is taken. Assists manager in responding to requests for services from the public and other agencies.

Assists in developing operating plans and preparing studies and reports.

Gathers, verifies, prepares and maintains detailed and specialized information for a variety of reports and records.

Prepares contracts and agenda items and assists in monitoring of programs.

Prepares marketing materials and presentations.

Coordinates special committee meetings and training.

Teach specialized classes.

Attends work on continuous and regular basis.

NON-ESSENTIAL JOB FUNCTIONS

Depending on area assignment:

Transcribes correspondence and reports from dictating machine.

Files correspondence and records.

Distributes office mail.

Performs routine clerical duties, including typing, filing, and answering the telephone.

Serves as clerical assistant to citizens advisory committee.

Processes purchase requests, check requests, and purchase orders. Prepares departmental payrolls.

Maintains departmental calendar of appointments and meetings.

Makes travel arrangements.

Assists in preparing departmental policy and procedure manuals.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Graduation from high school or possession of an acceptable equivalency diploma, supplemented by appropriate technical courses, and four years relevant, progressively responsible experience or an equivalent combination of training and experience which provides the required knowledge, ability, and skills.

LICENSES/CERTIFICATES

Valid Florida Driver's License required.

NOTES

May be required to attend meetings outside business hours.

SELECTION FACTORS

Depending on area assignment:

General knowledge of overall program objectives.

Thorough knowledge of office management practices and procedures, business English, commercial arithmetic, spelling, and legal terminology.

Thorough knowledge of operations, functions, and scope of authority of City departments and offices.

Knowledge of computers and relevant software.

Ability to communicate effectively, both orally and in writing.

Ability to work effectively with coworkers and the general public.

Human Resources Department:  1 8/30/99
Date

** This section of the job description is not intended to be a comprehensive list of duties and responsibilities of the position. The omission of a specific job function does not absolve an employee from being required to perform additional tasks incidental to or inherent in the job.

REVISION DATE: 12/1/94; 8/20/99.